

# Press Release

## HARFORD COUNTY GOVERNMENT

### Department of Administration



#### PUBLIC SAFETY

"Ensuring a Safe  
Harford"

#### EDUCATION

"Preparing Now,  
Building for the Future"

#### EFFICIENCY IN GOVERNMENT

"Governing Smarter"

#### ECONOMIC OPPORTUNITY

"Growing and Sustaining  
Harford's Prosperity"

#### ENVIRONMENTAL STEWARDSHIP

"Protecting Our  
Environment"

#### QUALITY LIVING

"Safeguarding What is  
Important to Harford  
County Citizens"

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### Office of Economic Development Reduces and Rethinks with Technology

The **Green Star** for the 3<sup>rd</sup> quarter was awarded to Denise Carnaggio, Deputy Director of Harford County Government's Office of Economic Development for reducing and rethinking with technology. Sometimes we don't realize the effort that goes into managing a records repository. In addition to the careful attention to detail required for documents to be categorized and filed correctly, a lot of time and work goes into tracking down files, moving storage boxes, making photocopies and destroying documents whose retention period has expired.

With huge amounts of documents it is easy to get overburdened. Even though Mrs. Carnaggio was labeled as "the lady that would not let paper go"; she started to see the positive effects of OED's paperless transition and gave electronic filing a chance. To help alleviate the burden Mrs. Carnaggio started using document imaging to manage her files.

Document imaging is the conversion of paper documents into electronic images. Once electronic these documents can be retrieved effortlessly in seconds. There are numerous benefits to using technology to manage documents such as preventing lost records, reducing paper usage, managing records easily, locating documents quickly, making images centrally available, and saving storage space Mrs. Carnaggio is so pleased to have made the switch and continues to reduce her paper usage.

The winning selection was voted on by the members of the **Green Team**. The selection process consisted of a review of all **Green Stars** awarded between January and March 2013, to identify the top **Green Star** award. Mrs. Carnaggio recently received a green globe from the Sustainability Office for being chosen as the **Green Star of the Quarter**.

In 2008, County Executive David R. Craig formed the Energy Management Steering Committee, otherwise known as the **Green Team**, as one of his Environmental Initiatives. The goal of the **Green Team** is to guide energy and resource efficiency practices within the County.

( more )

To foster a culture of sustainability, in June 2010 the **Green Team** created the **Green Star Program** to recognize actions by county employees that demonstrate a commitment to environmental stewardship, promote energy efficiency and resource management. To date the **Green Team** has recognized 84 actions and 144 employees for their sustainability initiatives.

To learn more about the **Green Star Program** and to see all of our **Green Stars**, please visit our Sustainability Office webpage at <http://www.harfordcountymd.gov/Green/>.

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“Preserving Harford’s past; promoting Harford’s future”